

# How to Preserve Newspaper Clippings

sources: Library of Congress, and eHow.com : Clear Instructions on How to Do (just about ) Everything

*Newspapers are a continuous diary of our world. When an historic event occurs, when you find evidence to be used in genealogical research, and when there's a report about a personal accomplishment, you'll want to clip the article and do your best to preserve the newsprint.*

## **Steps To Preserving The Original:**

1. **Avoid direct exposure to sunlight, moisture and extreme temperatures**, which causes these newspapers to deteriorate quickly. Unheated garages and humid basements are poor places to store clippings.
2. **Turn out the lights!** Light causes a reaction with the acid in the paper that darkens it.
3. **Refrain from folding the clipping.** Folding causes undue wear and also allows two surfaces of newsprint to come in contact, which shortens the newsprint's life. Papers should be stored flat.
4. **Stay away from tape, staples and paper clips.** Interaction between adhesives, metals, and a newspaper clipping will create permanent marks on the paper.
5. **Keep newspaper clippings separate from other paper items** you're attempting to preserve. Interleave with alkaline-buffered tissue paper.
6. **Check your stationery store for a polyester-film folder** with a sheet of alkaline-buffered paper as the backing. Slip the unfolded newspaper clipping in the folder.
7. **Keep the folders in file folders and boxes** constructed of high-quality, acid-free, alkaline-buffered materials.
8. **Choose a cool and dry location** such as a closet in an air-conditioned room as a storage place for the boxes.

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**If you have questions** about this tip sheet or other preservation topics, **contact:**



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*Document the newspaper's name and place of publication, the date of the issue and the page number to authenticate the clipping. It should be noted here that while many current newspapers are widely available in electronic form, either via the World Wide Web or in CD-ROM format, the issue of completeness should concern anyone who would use these as a surrogate for the newsprint edition. With only a few exceptions, the newspapers available in electronic form do not always include the classified ads, legal and death notices, and other local features historians and researchers find so important. Many do not include photographs and advertising sections. It should also be emphasized that digitization, for a wide variety of technical problems, is not generally accepted as a preservation technique.*

### **Steps To Preserving, Use Copies:**

- 1. Preservation photocopying.** For current newspaper articles, preservation photocopying of material is recommended as a substitute for clipping files. (Not only is the ease of access that clipping files have always provided maintained, but future reformatting of articles into digital form will be greatly facilitated by this option. Additional reformatting information can be found in *Guidelines for Preservation Photocopying*)
- 2. Microfilm the paper.** (General requirements and recommendations for microfilming newspapers can be found in the standard *ANSI/AIIM MS-111, Recommended Practice for Microfilming Printed Newspapers on 35mm Roll Microfilm*)
- 3. Photograph the Clipping.** Make copies with a single-lens reflex camera equipped with a zero-focus lens.

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